

OFFICE OF THE STATE COMPTROLLER (OSC)
JOB OPPORTUNITY
ACCOUNTANT
BUDGET AND FINANCIAL ANALYSIS DIVISION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a Current Examination List
Location: Budget and Financial Analysis Division, 55 Elm Street, Hartford, CT
Job Posting No: #77044
Hours: Full Time (40 hrs/week)
Salary: \$60,593 (AR23) Starting Annual Salary
Closing Date: Thursday, June 14, 2012 - **Application materials must be received by 5:00 p.m. by this date**

Eligibility Requirement: Candidates must have applied for and passed the Accountant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

General Experience: Six (6) years of experience in accounting or auditing. **Special Experience:** Two (2) years of the General Experience must have been at the paraprofessional level. Work at the paraprofessional level requires exercise of some independent judgment in applying basic accounting principles and may be compared to the level of a full charge bookkeeper. For state employees this is the level of Assistant Accountant. **Substitutions Allowed:** (1) College training in accounting or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. (2) A Master's degree in accounting may be substituted for one (1) additional year of the General Experience. (3) Certification in any of the following may be substituted for one (1) year of the General and Special Experience: Certified Public Accountant, Certified Internal Auditor. (4) Two (2) years of experience as an Assistant Accountant may be substituted for the General and Special Experience.

Examples of Duties: Performs daily accounting operation processing activities that allow state agencies to complete financial transactions in accordance with state accounting standards and federal reporting requirements; posts legal budgets against special revenue accounts deposits (e.g. grant awards) to permit state agencies to process transactions against legally established budgets; monitors statewide accounts with negative balances and work with the relevant state agencies to clear the negative balances in a timely manner; creates and posts general ledger journals to correct financial processing errors generated by state agencies; reconciles cash balances in assigned accounts to the daily activity in those accounts; assists the Treasurer's Office with the reconciliation of cash accounts to daily bank deposits; assists in the preparation of monthly and annual financial statements and performs related duties as required.

IDEAL CANDIDATE SHOULD HAVE THE FOLLOWING QUALIFICATIONS AND SKILLS:

- **Strong communication skills, both written and verbal**
- **Proficiency in Microsoft Office applications**

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, a resume, and an Application for Employment (CT-HR-12) (original **AND** one copy) (**Please indicate the job posting number on the application form**). **State employees must include copies of their last 3 service ratings** no later than the closing date at the top of this announcement to:

Elena Vazquez, HR Associate
Office of the State Comptroller/Human Resources
55 Elm Street, 2nd Floor, Room 208
Hartford, CT 06106
OR

Fax to: 860-702-3324 (If faxing, only one application is necessary)

Email: elena.vazquez@po.state.ct.us

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.